

intendent, thus making it possible for all schools to refer to it. If a high school wishes to have a copy of the certification, a request should be made to the Purchase and Contract Division, Department of Administration, Raleigh, N. C.

Time of Year to Place Orders

Orders for science supplies for a particular year should be completed by the latter part of the next preceding school year. This will enable the principal of the school or the superintendent of the school unit, to process all orders of this nature prior to June 15. Instructions as to the time the materials are to be shipped and to whom the invoice is to be sent should be clearly indicated on the order or by accompanying letter. If orders are mailed by June 15, sufficient time will be given for supply houses to fill the orders completely without any back-ordering and schools will receive the supplies at the beginning of the school year. This is important because it can become frustrating if supplies are needed in October and are not received until December.

Supplies From Local Sources

Occasionally during the school year the science teacher will find it necessary to purchase additional items; one large order placed once a year cannot satisfy all the needs. When a biology class plans to work with living material, such as protozoa and amoeba, an order will have to be made a few days before the materials are needed (some of these materials can often be collected in and around the school community). If items such as baking powder, corn syrup, saccharin, sodium bicarbonate and sugar are needed, they can be found at the grocery store. From the five-and-ten-cent store, one can obtain items such as cellophane, copper wire, friction tape, glue, mirrors, rubber balloons, solder and tools. Chemicals, first-aid materials and photographic supplies can be purchased at drug stores. At auto-salvage shops one can get batteries, engines, generators, induction coils, magnetos, safety glass, etc. Additional supplies can be purchased at camera shops, hardware stores, radio-repair shops, and tin and metal shops. All these sources, in addition to the scientific supply houses, should be considered when supplies are needed.